

# **Board of Zoning Appeals (BZA) Application**



**Department of Planning and Development**

Board of Zoning Appeals Division

525 Telfair Street

Augusta, GA. 30901

**Only Completed Applications will be accepted**



## Planning and Development Department Variance Application

**In order to make an application to the Board you must submit the following:**

- Completed application referral sheet from Augusta Planning and Development Department
- Submit \$150. check or money order made payable to Augusta Planning and Development Department
- Renters requesting a home occupation variance must attach a signed statement from property owner.

Petitioner's Information	Property Owner Information
Name: _____	Name: _____
Address: (all correspondence will be mailed to this address) _____ _____	Address: _____ _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
Contact Person Name: _____	
Phone: _____	
Email address: _____	
Petitioner/ Applicant is the: (please check or circle one of the following):	
<input type="radio"/> Property Owner <input type="radio"/> Owner's Agent <input type="radio"/> Contract Purchaser	

**Note:** Planning and Development Department recommends that the applicant or the applicant's representatives attend the public hearing or the likely result will be postponement or denial of the application by the Board of Zoning Appeals.

**Address of Property:** \_\_\_\_\_

**Proposed Development:** \_\_\_\_\_

**If construction has begun, building Permit #:** \_\_\_\_\_

**Petitioner's/ Owner's Signature:** \_\_\_\_\_

**Petitioner's Phone:** \_\_\_\_\_





### **Variance Application Guidelines & Information**

1. Please attach a **LETTER OF INTENT** explaining the proposed use and the justification or hardship for this variance. Letter of Intent should include the following for Granting Variance:
  - a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; and
  - b) The application of the Zoning Ordinance of the City of Augusta to the particular piece of property would create an unnecessary hardship; and
  - c) Such conditions are peculiar to the particular piece of property involved; and
  - d) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Augusta.
2. If this is a **medical hardship** for a second living unit, a doctor's statement or other legal document is required for mobile home request.
3. **Additional Documents/ Plans** Submit additional plans as necessary to support the application. Example: if the request concerns an accessory structure, complete details of the petition including size, height, etc. provide one 8 1/2 by 11" reduction in addition to one full size scaled plan.

### **Zoning Board of Appeals Applications**

- The Board of Zoning Appeals application requires a public hearing. Please see the filing deadline and hearing date schedule below.
- The Board of Zoning Appeals meets on the Third Monday of each month (unless otherwise published) at 2:30 p.m. usually in the Augusta Municipal Building at 530 Greene Street in room 802.
- A public hearing notice will be published in the Augusta Chronicle at least 15 days prior to the public hearing.
- Once application has been advertised for public, an application can NOT be withdrawn.
- It is necessary that you or your representative attend this meeting to present your petition. A reminder notice will be mailed to you prior to your meeting date. The Board will take action on all petitions regardless of your attendance or cancellations once advertising is in place.
- If your petition is denied, you cannot reapply for the same parcel for one year unless the Board unanimously grants this privilege.
- State Law provides a 30 day period objection to a Board decision to file an appeal from Superior Court.



### **2014 Zoning Board of Appeals public hearing Schedule**

<b>Filing Deadline</b>	<b>Hearing Date</b>
<b>December 16, 2013</b>	<b>January 22, 2014</b>
<b>January 22, 2014</b>	<b>February 17, 2014</b>
<b>February 17, 2014</b>	<b>March 17, 2014</b>
<b>March 17, 2014</b>	<b>April 21, 2014</b>
<b>April 21, 2014</b>	<b>May 19, 2014</b>
<b>May 19, 2014</b>	<b>June 16, 2014</b>
<b>June 16, 2014</b>	<b>July 21, 2014</b>
<b>July 21, 2014</b>	<b>August 18, 2014</b>
<b>August 18, 2014</b>	<b>September 15, 2014</b>
<b>September 15, 2014</b>	<b>October 20, 2014</b>
<b>October 20, 2014</b>	<b>November 17, 2014</b>
<b>November 17, 2014</b>	<b>December 15, 2014</b>